



Posted: Friday, July 05, 2019

## NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on  
**WEDNESDAY, JULY 10, 2019, at 6:00 PM**  
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

### CLOSED SESSION BEGINS AT 5:30PM

**I. CALL TO ORDER**

**II. ADJOURN TO CLOSED SESSION**

1. Conference with legal counsel regarding active litigation. *Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9(a)*

**III. RECONVENE TO OPEN SESSION**

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF AGENDA**

**VI. APPROVAL OF MINUTES – 05-08-19 cc, 05-22-19 cc2, 06-05-19 scc, 06-12-19 cc, 06-26-19 cc2**

**VII. COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**

**VIII. STAFF REPORTS – City Manager & Law Enforcement**

**IX. ITEMS FROM THE FLOOR**

*At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.*

**X. CONSENT AGENDA**

*All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.*

1. Staff Activity Report – June 2019
2. Financial Statements May 2019
3. Law Enforcement Report June 2019
4. Designation of Voting Delegates for League of CA Cities Annual Conference
5. Approval of Van Wycke Trail Task Order with GHD

**IX. DISCUSSION/ACTION AGENDA ITEMS**

1. Discussion/Decision regarding Council Committee and Commissionership assignments
2. Update/Discussion/Decision regarding Verizon Lease Extension
3. Discussion regarding scheduling of a Joint Meeting of the City Council and Planning Commission for a General Plan Progress Update

**X. FUTURE AGENDA ITEMS**

**XI. ADJOURNMENT**

APPROVAL OF MINUTES FOR:

MAY 08, 2019 CC  
MAY 22, 2019 CC2  
JUNE 05, 2019 SCC  
JUNE 12, 2019 CC  
JUNE 26, 2019 CC2

Supporting Documentation follows with: 19 PAGES

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, MAY 08, 2019**

**I. CALL TO ORDER**

Mayor Ladwig called the meeting to order at 6:00pm. Council members in attendance: West, Miller, Ladwig, Davies. Baker was absent. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

**II. CLOSED SESSION REPORT**

1. *Conference with legal counsel regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9(a)*
2. *Real Estate negotiations pursuant to California Government Code section 54956.8.*

**III. RECONVENE TO OPEN SESSION – No action to report from closed session.**

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF THE AGENDA**

*Motion (Miller/West) to approve the agenda as amended; Changing "Discussion/Decision" to "Adopt".*  
**Passed 4-0.**

**VI. APPROVAL OF MINUTES – 04-10-19 cc**

*Motion (West/Miller) to approve minutes as submitted. Passed 4-0.*

**VII. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS**

**West:** HCAOG: Discussion regarding alternative routes to bypass Last Chance Grade.

**Miller:** Coastal National Monument group met and discussed the Trinidad Coastal Land Trust taking a leadership role. Introduced new City Manager Naffah to the group. RCEA had an abbreviated meeting to discuss slight rate changes in the CCA program depending on the outcome of the PGE bankruptcy. Also discussed CCA becoming an electric utility, and the micro solar array being developed at the airport.

**Davies:** Trails Committee update. HSU students presenting their report tonight.

**Ladwig:** HTA rolling out their 100% solar powered bus to Trinidad. Trying to move towards zero emissions. RREDC sent a letter to elected officials regarding the sudden crab fishing closure.

**VIII. STAFF REPORTS**

**City Manager Naffah** noted accomplishments highlighted in consent agenda item 1, announced the May 22 budget kick-off meeting, and also reminded the Council he would be attending the annual PARSAC meeting on May 29-30.

**IX. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**Patti Fleschner – Trinidad**

Announced the CCNM Day scheduled for September 28. All partners will be participating by hosting events that celebrate the coast. Thanked the Trinidad Rancheria for cooperating and holding meetings in their new office. Reported vandalism to the Memorial Lighthouse and other areas in town.

**Shirley Laos – Trinidad Rancheria**

Senator McGuire held offshore wind energy meeting last week.

**Leslie Farrar – Trinidad**

Shared an "academic posting" regarding the benefits of diversity in the decision-making process.

**Alan Grau – Trinidad**

Concerned with a sudden increase in crime, and confused about law enforcement. Complained about exterior lighting at a nearby vacation rental, and convinced the problem exists because the meet-and-greets are not happening. It's time for the STR Ordinance to be reviewed.

**Dorothy Cox – Trinidad**

Observed a suspicious, hooded man on Ocean Avenue. I called the Sheriff's Office and they arrived in less than 15 minutes. Also noted an error on the Planning Commission agenda.

**X. CONSENT AGENDA**

1. Staff Activity Report – April 2019
2. Financial Statements March 2019
3. Law Enforcement Report April 2019
4. Transient Occupancy Tax Allocation for 2018-2019
5. Adopt Resolution 2019-09; Stormwater Project USDA Funding Authorization

Public Comment Included:

**Leslie Farrar – Trinidad**

Requested the Council consider changing the Occupancy Tax distribution recipients.

*Motion (West/Miller) to approve the consent agenda. Passed 4-0.*

**XI. DISCUSSION/ACTION AGENDA ITEMS**

1. Proclamation 2019-01; In Recognition of HSU Student Contributions to the Trinidad Trails Committee.  
HSU Student Natasha Brazier introduced her fellow students that participated in the project to develop maintenance policies with the Trinidad Trails Committee. The presentation included a project overview, purpose, trail system identification, public access and connectivity concepts, and stewardship suggestions. It also took into consideration the natural and cultural resources that exist, public outreach possibilities, budgeting, and permitting protocols. The goal is to have the draft policy be reviewed by the City Attorney, revise as needed, and put the plan into action.

There were no public comments.

Council comments included:

**West:** Thanked the committee and students for designing a very useful draft that will be a great starting point for developing a final policy. **Davies and Miller** echoed these comments.

*Ladwig read the Proclamation aloud and presented it to the students in recognition of their work.*

2. Discussion/Presentation regarding the Trinidad Water System Production Study.  
City Engineer Steve Allen summarized the Water Treatment Plant Production Rate Test and Analysis memo dated May 01, 2019, submitted by Patrick Sullivan of GHD. He explained that flow studies were conducted with the required bypass flows in mind, and based on the average winter creek flows. He also explained that there were minor irregularities identified in the wet well pre-treatment storage, but no critical problems. He described the treatment process, and noted the current conditions were being treated adequately – with a small amount of additional capacity.

Public comment included:

**Patti Fleschner – Trinidad**

Any speculation on excess or additional hookups available? **Steve Allen** stated that would require further analysis.

**City Manager Naffah** asked GHD to provide a scope of services proposal to monitor the creek throughout the year to build on the recent monitoring that took place during the winter months.

**Leslie Farrar – Trinidad**

Question about the type of polymer the City uses.

**Don Allan** – Trinidad Area Resident

Concerned about the City's filter backwash process, and the timing of the recent study. The most critical time to monitor the creek to address capacity is August-September. Is there a plan for a low-flow study? What is the process for determining new hookups? **Steve Allen** noted that the City will address this as a separate action item.

**Dave Hankin** – Trinidad Area Resident

I would like the report to be resubmitted. It is flawed, inadequate, no equations, and does not include a plan for peak demand. Submitted his full written comments for the record to the Clerk.

**Bryce Kenny** – Trinidad

Seems like the City is putting the cart before the horse. The priorities should be 1) providing the current residents with an adequate supply of water, 2) planning for in-fill, 3) Calfire, and 4) Patrick's Point Drive commercial activity. I'm concerned with the City spending money on reports before an application for water service has been formally submitted by the Rancheria. A 100-room hotel should not receive approval through a ministerial permit process.

**Sungnome Madrone** – Trinidad Area Resident/County Supervisor

I have a background in hydrology, and have studied Luffenholtz Creek thoroughly. The recent grant application to the NCRP was not funded, but next on the priority list. The report says peak demand is in August. Over the last decade, the average per-person water consumption has doubled. The City discharges treated water back into the creek during its backflow process. It is obligated to provide water to its residents, preserve water for the other riparian rights holders within the watershed, and then to properties along Patrick's Point Drive as identified in the Trinidad General and Area Plans. Proceed with caution before you commit water to this hotel project.

**Alan Grau** – Trinidad

Water demand will increase with time.

Council comments included:

**West:** I want to see the study continue through the summer and low-flow periods.

**Davies:** Concerned with spending money on additional reports. I'd like to see what's in the City's best interest before taking action based on outside interests.

**Miller:** Concerned with the 100 year perspective. I support planning that will take into consideration long-term planning.

**Ladwig:** I appreciate the report and audience contributions to the discussion. No decision will be made regarding allocating water resources until more data is received.

**City Manager Naffah** will request additional estimates from GHD for additional water studies and incorporate them into the 2020 budget planning sessions.

*Presentation item only. No decision was made.*

3. Update/Discussion/Decision regarding Council and Committee Vacancies

The City is in need of qualified volunteer candidates to fill (3) vacant positions: 1) City Council 3.5 year term through December 2022, 2) Trails Committee public volunteer position, and 3) STR Committee industry rep.

All positions are being advertised locally, online, and in print media. To date, only one application has been received. Resident David Grover has submitted an application for the City Council position. Staff would like to see an appointment to the Council seat made by the regular meeting in June to comply with State Government Codes and simplify the appointment process.

The STR Committee has yet to schedule its first meeting under the recently adopted Resolution and by-laws. The loss of the STR industry representative may hinder the ability to function with the balance the Council intended for this committee.

Council comment included:

**West:** I would like to see full representation on the STR committee.

**Miller, Ladwig, and Davies** all agreed that the STR Committee could get started without full representation since they are only an advisory group. Would like to see an appointment made in May if possible.

Public comment included:

**David Grover** – Trinidad, Council Candidate

Briefly introduced himself and expressed desire to participate in the community and public process. Decades of construction experience, offshore diving, and a 2019 Humboldt State University graduate.

**Bryce Kenny** – Trinidad

Support David Grover's candidacy.

**Cheryl Kelly** – Trinidad

Supports David Grover.

The Council voted yes/no on separate pieces of paper and submitted them to the Clerk to tally the votes. City Clerk Adams announced that Grover's appointment was **unanimously approved**.

**XI. FUTURE AGENDA ITEMS**

- Davies – Committee Formation Resolution

**ADJOURNMENT: 8:05pm**

**Submitted by:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

\_\_\_\_\_  
**Steve Ladwig**  
Mayor

**MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, MAY 22, 2019**

**I. CALL TO ORDER**

Mayor Ladwig called the meeting to order at 6:00pm. Council members in attendance: West, Miller, Ladwig, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams,

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF THE AGENDA**

*Motion (Miller/West) to approve the agenda as submitted. Passed unanimously.*

**IV. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**V. CONSENT AGENDA – No consent agenda.**

**XI. DISCUSSION/ACTION AGENDA ITEMS**

**1. Swearing in of New Councilmember David Grover**

At the May 08 regular meeting, the Council received and approved the application from resident David Grover to fill the vacant seat left by Jim Baker. City Clerk Adams administered the Oath of Office to David Grover who immediately joined the Council.

**2. Budget Workshop for FY 2019-2020.**

The focus of this session was to review and discuss current and anticipated revenues, and discuss the 4 main General Funds: Administration, Public Works, Fire, and Police.

The Council intends to hold another workshop on June 05 to discuss the special revenue funds; Water, Cemetery, Waste, TDA, and Gas Tax. City Grants in progress will also be reviewed at that meeting.

*No decisions were made. The Final Budget will be presented at the regular meeting on June 12.*

**VI. FUTURE AGENDA ITEMS**

**ADJOURNMENT: 9:15pm**

**Submitted by:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

\_\_\_\_\_  
**Steve Ladwig**  
Mayor



**MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, JUNE 05, 2019**

**I. CALL TO ORDER**

Mayor Pro-Tem West called the meeting to order at 6:00pm. Council members in attendance: West, Miller, Grover, Davies. Ladwig participated by teleconference. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF THE AGENDA**

*Motion (Miller/West) to approve the agenda as submitted. Passed 4-0.*

**IV. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**V. CONSENT AGENDA – No consent agenda.**

**XI. DISCUSSION/ACTION AGENDA ITEMS**

**1. Discussion/Decision regarding appointing an STR Industry Representative Appointment to the Short-Term Rental Advisory Committee.**

An application from Joe Moran, co-owner of Trinidad Bay Vacation Rentals has been received to fill the vacancy left by Jonna Kitchen of Trinidad Retreats. Mr. Moran gave a brief background of his business and relationship to Trinidad as both a resident and business owner.

There was no public comment.

Council comments included:

**Davies:** Asked if his company ever had complaints made against their tenants, and if so, did they threaten to file a lawsuit against the complainants.

*Motion (Miller/Grover) to appoint Joe Moran to the STR Advisory Committee. Passed 4-0.*

**2. Budget Workshop for FY 2019-2020.**

The focus of this session was to review and discuss the special revenue funds: Water, Cemetery, Waste, TDA, and Gas Tax. City Grants in progress were also reviewed.

Public comment included:

**Leslie Farrar – Trinidad**

Concerned about wholesale water purchases and commercial vehicles having access to the hydrants.

**John Graves – Trinidad Planning Commission**

Proposed video recording of public meetings through a service provided by Access Humboldt. Introduced Shawn McGlaughlin of Access Humboldt who presented various options the City could choose from, and the costs associated with each option.

**Alan Grau – Trinidad**

Supports the City purchasing and implementing the video production of its public meetings. The Cemetery Fund should balance. Storm drains in town do not work. Spend every dollar you can on law enforcement.

**Dorothy Cox – Trinidad**

There has to be fiscal balance. Is this expense right for the City?

**Leslie Farrar – Trinidad**

\$25,000 expense for 300 people seems grandiose.



*No decisions were made. The Final Budget will be presented at the regular meeting on June 12.*

**VI. FUTURE AGENDA ITEMS**

- Planning Commission Makeup/Bylaws
- Arts Night – Alcohol Consumption
- More Law Enforcement Options
- Cell Tower Lease/Update

**ADJOURNMENT: 8:45pm**

**Submitted by:**

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**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

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**Jack West**  
Mayor Pro-Tem

**MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, JUNE 12, 2019**

**I. CALL TO ORDER**

Mayor Ladwig called the meeting to order at 6:00pm. Council members in attendance: West, Miller, Ladwig, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams, HSCO Lt. Kevin Miller.

**II. CLOSED SESSION REPORT – *No closed session.***

**III. RECONVENE TO OPEN SESSION – *No closed session.***

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF THE AGENDA**

*Motion (Miller/West) to approve the agenda as submitted. Passed unanimously.*

**VI. APPROVAL OF MINUTES – 04-10-19 cc**

*Motion (West/Miller) to approve minutes as submitted. Passed 4-0.*

**VII. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS**

**West:** HCAOG: League of Ca Cities discussing pension crisis.

**Miller:** RCEA discussing solar power alternatives to biomass. Airport solar project underway.

**Davies:** Trails Committee update. Students from UC Davis to attend the meeting on the 18<sup>th</sup>.

**Ladwig:** HTA rolling out their 100% solar powered bus to Trinidad.

**VIII. STAFF REPORTS**

**City Manager Naffah** announced that the Fish Festival is still looking for volunteers. Attended PARSAC annual meeting, and shared the Coastal Commission letter regarding the Trinidad Rancheria Hotel Project.

Davies suggested that a written staff report be included in the packet on a monthly basis. He also stated his disapproval of closed-door, Government-to-Government meetings taking place with the City and the Tribal Governments. Meeting content should be disclosed. Requested legal advice from the City Attorney on how these meetings should be conducted.

**IX. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**Dorothy Cox – Trinidad**

Tennis Court should not be used as a kids play area.

**X. CONSENT AGENDA**

**1. Financial Statements April 2019**

*Motion (Miller/Davies) to approve the consent agenda. Passed unanimously.*

**XI. DISCUSSION/ACTION AGENDA ITEMS**

**1. Law Enforcement Update/Discussion with Humboldt County Sheriff Representatives.**

The City has invited Humboldt County Sheriff Department Officials to attend the meeting and discuss law enforcement related issues, priorities, Measure Z funding, and public safety options for the upcoming fiscal year. HCSO Lt. Kevin Miller highlighted stats for May, explained that the SO is understaffed by 17 patrol positions, discussed recruitment strategies, and explained his new role as the supervisor for the northern half of the County. He also explained accountability processes for the deputies assigned to contract cities, and how their hours can be tailored to fit each city's needs.

Presentation item only. There was no public comment.

2. Discussion Regarding Open-Container Laws Affecting Public Events within the City of Trinidad.  
City Manager Naffah explained that established City events such as Trinidad Art Nights, Fish Festival, Taste of Trinidad, as well as new events proposed that enrich community spirit and engagement, often involve refreshments and the consumption of alcohol beverages (beer/wine). With the increase in frequency and popularity of these events, concerns have been raised within the city of the open container laws and regulations that affect the servers and public. The City has an obligation to inform and educate the community on the regulations that exist.

Lt. Kevin Miller agreed that public education is the way to ensure problems associated with open containers is minimized.

There were no public or Council comments.

*The Council agreed, by consensus, that staff write a letter to the Art Night representatives and all participating businesses to inform them of the open container law.*

3. Discussion/Decision regarding Access Humboldt Proposal for Video Production Services for Trinidad public meetings.  
City Manager Naffah explained that Access Humboldt has submitted a proposal to provide video consulting to the City for televising/archiving official City of Trinidad public meetings. The proposal was briefly discussed at the June 05, 2019 Special Council Meeting, but no conclusion was reached as the topic was a small component of the larger budget discussion. The Council asked for more time to analyze the proposal, and compare the costs & benefits relative to the City's limited resources and population.

**Davies** and **Miller** agreed that if we're going to do it, we should do it right and get the full set up.

Public comment included:

**Elaine Weinreb** – Trinidad Area Resident  
I'm completely in favor of this proposal.

Council comments included:

**Miller:** I'm excited about this project and feel it will reduce some transparency issues. We should borrow from ourselves to get this done if we have to.

*Motion (Miller/Grover) to include Option 1 in the 2019-2020 budget and negotiate the labor rate of \$35/hour for production services. **Passed unanimously.***

4. Presentation/Discussion/Decision from the Trinidad Civic Club regarding Club Meeting Room Improvement Proposal.  
City Manager Naffah explained that the Trinidad Civic Club was given a budget commitment of \$5,000 in City's 2018-2019 budget for improvements to the Club Meeting Room located adjacent to the kitchen and City Hall office in the Trinidad Town Hall. The funds have not been spent in the 2019 fiscal year. The Club would like to see the unspent amount combined with an additional \$5,000 allocation in the upcoming Fiscal Year for a total budget of \$10,000 for room improvements/updates. The Council asked for clarification from the Civic Club as to the history of their involvement in this facility, and additional information on what the goals are for this project.

Trinidad Civic Club representative Jan West presented a slide show to clarify the vision and purpose of the improvements, along with a brief history of the Club's relationship with the City regarding the kitchen and meeting room facilities.

There was no public comment.

Council comment included:

**Miller:** Consider looking into grants for historic preservation for room improvements.

Motion (Miller/Grover) to include \$10,000 in this year's budget, plus \$5k in the next 2 year's budgets for improvements to the Club Room for a total of \$20,000 contribution by the end of 2022. **Passed 3-1-1. Yes-Miller, Ladwig, Grover. No – Davies. Abstain – West.**

5. Discussion/Update regarding Trinidad Head Cellular Communication Facility Lease.

City Manager Naffah explained that the September 2019 lease agreement extension deadline with Verizon Wireless is just a few months away. In a recent conversation with Verizon, they noted the 3<sup>rd</sup> site may not be up and running until early 2020.

Council comments included:

**Davies:** There are penalties for staying beyond the lease date.

**Miller:** I've been very caution with this item. The lease provides a substantial amount of revenue to the City, and I'm not interested in playing hard-ball with Verizon. I propose not vacating Verizon until sufficient coverage is proven. I'm majorly concerned with decreasing coverage for not only the city residents, but also everyone else in the Trinidad area that relies on the coverage for business, safety, or access to information.

**Ladwig:** We need to see the deliverables. Any discussion about contract extensions must be brought back to the Council. This has been voted on already. We need answers by the July meeting. The Attorney and City Manager may need to write a letter to Verizon immediately.

**West:** I have no faith that Verizon will follow through. The contract terms need to be pushed, and we need to review the contract again in July.

*By consensus, the Council requested staff to return to the July meeting with the contract for further discussion.*

6. Discussion/Decision regarding Resolution 2019-10: Adoption of the Fiscal Year 2019-2020 Budget.

City Manager Naffah explained that two Special Meetings were held by the Council on May 22 and June 05 to participate in an in-depth review of the upcoming FY2020 City Budget. After a thorough analysis of the current financial statements, discussion with City Staff and Consultants for upcoming department needs, and an extensive review of cost-saving measures balanced with Council and public priorities for the upcoming fiscal year, Staff is pleased to present a balanced budget for 2020. The heavy-lifting was done during the 2 workshops held, so a brief presentation summarizing the outcome will be given in anticipation of Council supporting of a Resolution Adopting the FY2020 Budget.

**BUDGET SUMMARY:**

**Revenues**

General Fund Revenue Projection:	\$ 672,490
Cemetery Plot Purchases:	\$ 9,250
Humboldt Sanitation Franchise Fees:	\$ 10,000
TDA Transfer-In for TPW Labor:	\$ 12,000
COPS Grant 2019 Surplus:	\$ 44,000

**Total Revenue:** **\$ 747,740**

**Expenses**

General Fund Admin	\$ 369,221
Public Works:	\$ 174,801
Fire:	\$ 22,550
Police:	\$ 87,099
Cemetery:	\$ 1,7125
Waste Mgt:	\$ 17,174

**Total Expenses:** **\$ 687,970**

**Positive Balance:** **\$ 59,770**

**BUDGET HIGHLIGHTS:**

- Slurry Seal Project + Roadway repairs, \$40,000 paid with Gas Tax Funds
- Salary Study
- Maintaining SCBA's – Vital equipment needed to protect volunteer Fire (may be funded by Measure Z)
- Civic Club Room Improvements
- Maintains Critical and General Government Services
- Purchase of a replacement Public Works Truck from MCSD

Council comments included:

**Davies:** I'm looking for ways to save money, and have 4 suggestions: 1) Reduce the TOT allocation from 10% to 5%, 2) Only give the Civic Club \$5k for the room improvements, 3) Cancel the Police phone line, and 4) Cap medical benefits.

**Miller:** Salary study should be performed asap.

**Ladwig:** Before cutting benefits, I want to see the results of the salary study. City Manager Naffah has the authority to explore medical benefit options in preparation of the December enrollment period.

*Motion (Ladwig/West) to approve Resolution 2019-10; Adopting the 2019-2020 Budget, and authorize staff to remove the Police Department phone line from the GF Police Budget. **Passed unanimously.***

**XI. FUTURE AGENDA ITEMS**

- Water Application Process
- Verizon Lease Agreement
- Committee Resolution

**ADJOURNMENT: 9:37pm**

**Submitted by:**

\_\_\_\_\_  
**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

\_\_\_\_\_  
**Steve Ladwig**  
Mayor

**MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL**  
**WEDNESDAY, JUNE 26, 2019**

**I. CALL TO ORDER**

Mayor Ladwig called the meeting to order at 3:30 pm. Council members present: West, Ladwig, Miller, Grover. Council members absent: Davies. City staff in attendance: City Manager Eli Naffah, Administrative Support Angela Zetter

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

*Motion (Miller/West) to approve the agenda. **Passed unanimously (4-0).***

**IV. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

None

**V. DISCUSSION/ACTION AGENDA ITEMS**

**1. GHD Scope of Services for Water Study**

GHD staff, Patrick Sullivan and Steve Allen, provided a brief summary of the scope of services, which was defined in five tasks. Allen explained that task one is to develop a conceptual hydrological assessment of the Luffenholtz Creek watershed, as related to the City's water rights. He advised that multiple potential hydrologic scenarios, while taking into account historical information and past studies, will be examined. GHD will then assess the conditions to determine when the City can extract raw water. They explained that task two is to update and summarize alternative sources of raw water availability, while also evaluating previous studies. Task three is to consider water demand and loss; loss always being present to an extent. Task four would develop a WaterCad distribution model to examine the City's distribution system and storage tanks. Allen stressed the importance of understanding system pressure, the ability to supply fire suppression flows, and chlorine residual. Task five is to develop proposed water supply policies for the City, by working closely with the City Planner and City Manager. GHD staff advised that the most important tasks are one, two, and five.

Council comments Included:

**Grover:** Is that to say that because tasks one, two, and five are the most important, will there be an extensive overlap from task three and four if you find alternative sources?

**Ladwig:** For task one, where is the source data coming from? Is it from the water plant or other sources?

GHD responses:

**Sullivan (response to Grover):** No, there is not a lot of overlap. In order to provide water, the City needs to know how much water is available. After determining availability, another task would be to look at other possible sources other than Luffenholtz Creek.

**Sullivan (response to Ladwig):** There are multiple public sources available, such County data information and weather data to assess rainfall. The main issues we are answering is what is the base flow, what is the ability of the watershed to supply a base flow, and what are the risks and conditions.

Public comment included:

**Peter Cohen – Trinidad**

What is the remainder flow? Is there a requirement for the creek to flow? Are you taking into consideration who has riparian rights upstream on Luffenholtz? God forbid there is a drought and the water supply it is insufficient. We need to look at storage possibilities. I support going forward with the study.

**Jim Cuthbertson – Trinidad**

I'm concerned. You cannot do a water survey during the wettest period. When I was a Commissioner, I approached Caltrans about getting water from Mad River with a pipeline down 101, but the engineer turned it down because the plant needed to be upgraded. We have been on rations before, and if I stand to be corrected you will give water to Cal Fire. I don't know where you will get all of this water. If we make a mistake everyone will suffer. There is a lot of information, and the water belongs to Trinidad.



**Bryce Kenny – Trinidad**

We are rushing this discussion because of the Rancheria's hotel application. It's not our responsibility to see that we meet the Rancheria's deadline, or to provide a large area outside of the City limits. Keep in mind, if there is extra water, the priority is to supply the visitor serving facilities between CDF and Patrick's Point. If a policy is developed, we need to ensure the proper process is being followed if we are tweaking water rules. You should vote no on the study. Also, the study is too expensive.

**Richard Johnson – Westhaven**

It's important that the Council and public understand the timeline of the study going forward. We need to know what the review process is, and when the public can weigh in. I'm concerned that we will not have enough information and public review prior to when certain decisions need to be made. Based on the most recent information from the LCP amendment, and what we know will be future priorities for the City, the documentation presented as part of the water management study showed 30 to 40 undeveloped lots, so the question is from a policy standpoint, how do we develop processes and procedures and decision criteria to determine what the future water resources will be and how they will be accessed? It is important that we understand the study, because the next phase is determining the amount of hookups. One thing that has come up in the past is fire safety, and it must be addressed comprehensively.

**Richard Walters – Trinidad**

In the later summer and fall months the creek runs very low, and there are few alternative options for water. The odds of not killing the stream are low.

**Shirley Laos – Rancheria**

The Rancheria has paid into the water infrastructure and has a water tank which can be drawn from to help with fire suppression. In the past few years, our CEO did request a discussion on extending the water line from Little River, but the meeting never happened; at the time the City wouldn't or couldn't call the meeting. The Rancheria was open to having the meeting, and would still like to discuss the Rancheria's role.

**Ali Lindgren – Trinidad**

I've never seen such a mess. We don't have the water, and it's evident based on the lack of water at the cemetery. How can we support a hotel, when we can't support the cemetery?

**Don Allen – Westhaven Community Services**

Westhaven had SHN look at options for Westhaven's water supply and found the cost of connecting a 4" line to be about four million dollars. The City needs to look at growth inducing elements and the fact that we are all on septic. The study is focused on what the Trinidad plant can produce, but we need to look at the lowest flow time. The City sold its property on Mill Creek, so it might not be feasible to tap into it now. This study is necessary before the City makes any decisions. Is there a formal request from the Rancheria to connect for the hotel? The applicant should be paying that cost.

**Ladwig (response to public comments):** We just completed a study about what the plant can produce and this is the next phase of it. We are trying to fill in all the pieces. We can't extract water to the point that the creek is dry. During the low flows we might not be able to extract water.

**Ladwig (question to GHD in response to Johnson's comment):** Will task four take into account storage for fire suppression? We want to know that if all hydrants are used at once, will our tanks run dry?

**Sullivan (response to Ladwig):** There are codes that must be followed, and we are building a model to determine that.

**Received written comment – Ted Pease and Brenda Cooper in opposition to the hotel project.**

**Council comments included:**

**West:** Are there things the engineers might want to respond to?

**Sullivan:** The goal is to determine how much can we produce, how do we treat it, how do we distribute it, what are the City's water rights, what is our storage and transmission, what are the policies that we already have, what policies should be proposed, and what are the rules that we need to follow to answer a request for water. There will be overlap between GHD and SHN studies.



**Allen:** We are trying to provide the Council and public with as much information as possible. You can look at historical data, but the future is unknown. It is unclear if there will be low-flows and whether the City can meet its current demands. This comes back to the planning stage, who gets cut off first. That is a decision that the City needs to make.

**West:** How far does this go into the watershed, are we looking at the upper ends of the watersheds?

**Sullivan (response to West):** Questioned if West was referring to illegal practices? When the water is at a certain level, there is a bypass requirement. Task one is to answer the questions what are risks and what are the hazards and illegal cannabis extraction is one. Sullivan explained that GHD will not hike in the woods to find where these locations are, but instead will use historical data to determine where to limit production.

**Miller:** My concern is water. Based on observations, it doesn't appear that the watershed will have enough for the City in a drought year. I acknowledge that there has been a discussion about how this impacts the hotel, but I do not want to address it at this meeting. This discussion is about how much water we currently have and how much we will have. It seems that the past engineers disregarded what Steve Madrone had said, and he is an individual that is well aware of what is going on at Luffenholtz Creek. A reasonable consideration is to look at a connection from Mad River. I would like to know how much it would cost to get water from Humboldt Bay. It should be noted that water doesn't necessarily bring growth.

**Sullivan (response to Miller):** GHD's focus is to be as efficient as possible, so they will be using existing data available. Task two is about taking what information is out there and revamping it. We have two options – Mad River and the distribution model Madrone proposed. GHD wants to look at both models, but if we go with a distributor approach, the rights to water is an issue. Also, depending on the alternative source used, costs will differ. To note, GHD has been approached by Indian Health Services, who would like to help the Rancheria get a water tank.

**Miller:** I recommend a discussion with the Rancheria and determine what their contributions would be.

**Ladwig:** The study is multi-scoped, which will enable the City to find creative ways on how to produce water and use it. The budget is changing considerably and one way the City can address decreases in revenue is with development. It may appear that this is being rushed, but it's not. The City's finances and development is changing. There is a sense of urgency in understanding our water situation.

**City Manager Naffah (response to Council comments):** I've had a meeting with GHD and SHN, and we need the answers now, and for the future. The proper way to do anything is to ask questions, get answers, and make educated decisions based on the facts.

**West:** Would task three discover where all of our leaks are? Can our own staff figure this out? Task four discusses storage and distribution, do we know where we might put in some storage areas? What are you doing in task four that would be \$15,500.00?

**Sullivan (response to West):** Task three will allow us to see first what our problem is, then identify where those losses will be. Task four allows us to build a model to see how our system is working now, and determine that if there are new connections how will it impact the water pressure for fire suppression.

**City Manager Naffah (response to West):** We need to determine where leaks may exist. Analyzing storage needs to be done (possibly adding a 3<sup>rd</sup> tank) and calculating what their age is and when they need replacement.

**Ladwig:** What does identifying our leaks entail?

**Sullivan (response to Ladwig):** You can look at the meter's age, data, and production.

**Allen (response to Ladwig):** Find what the actual losses are by looking at leak tests. Talking to City Staff is key.

**West:** If we decide to postpone tasks three and four, would that change cost? Is it worth it to wait?

**Patrick (response to West):** – I don't think it will change the cost. If we decide to hook up to Humboldt Bay, we might not need to make plant upgrades.

Public comment re-opened:

**David Hankin** –Westhaven Community Services

In Westhaven, water usage information is provided at each meeting, so the community knows how much water is being used. Leaks that happen in the lines can be difficult to find. The focus of the study should be on loss.

**Bryce Kenny – Trinidad**

I'm not buying that this is being done for an overall reason. This is driven by the water request for the Rancheria's hotel. Whether the City says yes or no, this is a pivotal process. If we talk about growth, the development that will happen will be in Westhaven if we are bringing water from McKinleyville. Something has gone terribly wrong if this is the direction we are going in. Very few people in the City would support that idea.

Council comments include:

**Miller:** I'm comfortable doing all five tasks at once. My concern is that over the years we have not had the information. Tasks three and four are important. We need the information.

**Grover:** I agree with Miller, but I'm not opposed to going task by task. We need baseline data.

**West:** We have talked about some of this information over the course of the past few years, and the hotel is getting us to look at it more closely. I like the idea of getting started on it, but I think we should start with task one and two. I don't think we need to go ahead with three, four, and five, before hearing from our City Planner, as it sounds like we can add tasks as we go along.

**Miller:** The funds for this are not coming from the budget, but instead from the water fund reserve. We put money aside, specifically for this purpose. Cohen said that we need information to make decisions. He isn't thinking about this because of the hotel. I motion to fund all five tasks.

**Ladwig:** I second the motion because we need answers. The five tasks will give the City the information that we need. This will allow the Council to make informed decisions. This will fill in a lot of missing information.

*Motion (Miller/Ladwig) to fund all five tasks of GHD's scope of services, at once.*

**West:** Are there other sources of funds? What about grants? Let's make sure we aren't just throwing money in.

*Motion amended.*

*Motion (Miller/Ladwig) to fund all five tasks of GHD's scope of services at once, in addition to the City Manager looking for other sources of funding, as well as using the water reserves. Motion passed unanimously (4-0).*

Public Comment re-opened:

**Peter Cohen – Trinidad**

Water reserves are for plant repairs, not studies.

**Richard Johnson – Westhaven**

I think all five tasks should be done, as the Planning Commission always runs into the issue that there is no policy. Ten years from now someone will need to pick up the information.

**Victoria Sackville – Trinidad**

When does the schedule start? Will this be ready by August 2019. Can anybody, including GHD, honestly tell us what is going to happen in the coming years?

**Allen (response to Sackville):** This will start tomorrow (June 27, 2019).

## **VI. ADJOURNMENT: 4:55pm**

Submitted by:

Angela Zetter  
Administrative Support

Approved by:

Steve Ladwig  
Mayor



## **CONSENT AGENDA ITEM 1**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES**

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1. Staff Activity Report – June 2019

## **STAFF ACTIVITIES REPORT – JUNE 2019**

Wednesday, July 10, 2019

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### **Administrative – Clerk's Office**

The focus the first half of June was to complete the 2020 Budget, which took a considerable amount of time. The new budget is complete and the template will make amendments and future year preparations much easier.

The second half of June was consumed by meetings; Planning Commission, Trails Committee, STR Advisory Committee, and a second City Council meeting. There are no specific highlights or accomplishments to report on beyond the work generated by meeting-heavy months. That information can be traced in the agendas, packets, and minutes for those meetings.

### **Public Works**

- Completed 20 min parking zone on upper Edwards Street
- Repainted curbs in key areas on Trinity and Main Streets
- Reclaimed four parking spots on Main, Edwards and Trinity Streets
- Fixed sprinkler system at Saunders Park due to vandalism
- Ordered warning signage for hazardous trails
- Completed the 2018 consumer confidence report
- Met with Engineers to measure key areas that need repaving on Edwards, Galindo, Hector, and Parker Streets.
- Made line of sight right of way safety improvements on lower Edwards/Pacific and Scenic and Main Streets.
- Cutting grass, trails and weeding bulbouts.

**Grant Administration** - See attached pages

## **City Manager's Report**

**Date: July 10, 2019**

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### **Fish Festival:**

I attended the annual Fish Festival. The event went smoothly, there were sufficient volunteers, traffic and parking went well, and there were no law enforcement issues.

### **STR Committee:**

The first committee meeting was held since the resolution for the creation of the committee. Areas of focus for the committee were discussed. Follow-up meetings are scheduled for August, October, and December.

### **Civic Club Parcel:**

A meeting was held with representatives of the Civic Club, the Yuroks, the Rancheria, and the City. A timeline for removal of the slabs where the lighthouse was located was agreed to by the Yuroks.

### **PARSAC:**

The executive director of PARSAC visited the City, discussed the insurance process, and suggested some signage for safety on several trails. Public Works has followed up and ordered the signs.

### **AirBnB:**

Representatives of AirBnB reached out to the City to discuss any concerns, and ways that they can assist in making the process for vacation rentals run smoother. They shared information on tracking vacation rentals and options to collecting the TOT.

### **Art Nights:**

Relayed concerns regarding Art Night and suggestions for better enforcement of alcoholic beverages. I will attend to enjoy the event and observe if there are any issues.

### **Access Humboldt:**

Discussed the hourly cost with Director, and we will schedule a visit to the Town Hall to further address potential options such as live broadcasts versus next day archived videos online only.

### **Workshop on STR's and Sea Level Rise:**

A workshop cosponsored by the LOCC's Coastal Cities Group and the Coastal Commission will be held on Friday, July 12<sup>th</sup> from 9 am – 4 pm, and can be accessed online. Topics to be addressed are Short-Term Rentals, Sea Level Rise, and the Local Coastal Program process. If interested in accessing it online, let me know and I will forward contact information.

## July 2019 Project and Grant Coordinator Activities Report

### Non-grant (general fund) Projects and tasks assigned in May and June:

- Followed up with the County regarding the Local Hazard Mitigation Plan (LHMP). The plan is being reviewed by the Humboldt County Office of Emergency Services, and the City's Annex Phase 3 will be returned to the City for a final week of review before the County finalizes the plan. The County then submits the LHMP to the State Office of Emergency Services and FEMA for approval, and eventual adoption by the Cities and County.
- Completed an Environmental Finance Center webinar training "Capital Improvement Planning" for small water systems. During the webinar, there was an offer to receive technical assistance (free of cost) for various aspects of the water system management. Eli and I had a conference call with their team and we are moving forward with a water rate analysis and fee study.
- Tabled at the Trinidad Fish Festival on Father's Day. Presented information about City Projects and the Trinidad Bay Watershed Council. Arranged to have the County Sheriff Office of Emergency Services present Hazard Preparation and Mitigation information and resources.
- MS4 Permit Stormwater Program: Held a stormwater training for City staff including an introduction to the Stormwater Program, the Spill Response Plan, illicit discharge and detection and stormwater system maintenance and documentation.
- Attended a Climate Action Plan meeting with Redwood Coast Energy Authority, County and other city staff
- Assisted staff with developing the draft FY 19-29 budget.

**Manage Grant Projects** – Provided administrative support for all grants; worked with funders to complete funding agreements and develop new grant funding; coordinated with city staff, project consultants and project partners.

- Researched grant programs for trail construction and improvements. There are several possible funding programs including the State Parks Per Capita Grant Program.

Details are provided below for each grant project.

Project Name	Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)		
Grant Budget	\$4,833,000	Funding Source	Prop 84 Storm Water Grant Program
City Match	\$15,000	Match paid by	General Funds- project development staff costs 2015- 2017
USDA Match	\$26,000	Paid by	USDA SEARCH Grant for Project Engineering Report
USDA Match	\$500,000	Application Pending	USDA Rural Development Storm Water Grant/Loan Financing
Term	9/1/17 - 6/30/21	City Personnel Costs	Funded by Prop 84 grant beginning September 2017

**Project Summary and Background:** This is the final phase of the ASBS Storm Water project to eliminate the storm water discharge into the Trinidad Bay (Area of Biological Significance or ASBS) at Launcher Beach (see photos right and below) by constructing LID improvements along Underwood, Edwards, Ewing, and at the harbor parking lot area.

**Status:** 3 % of the total project budget has been spent to date. The City continues to coordinate with the Trinidad Rancheria regarding work in the beach parking area. The City engineer completed a design report and is working on the project design. The CEQA Initial Study / Mitigated Negative Declaration was approved by the Planning Commission on June 19, 2019.

Project Name	<b>LCP Update Project 2</b>		
Grant Budget	\$51,000	Funding Source	Coastal Commission LCP Planning Grant Round 4
Term	11/1/2017-12/31/2019	City Personnel Costs	Reimbursed by grant funds

**Project Summary:** This second Coastal Commission LCP grant project focuses on developing a Coastal Hazards Plan/Recommendations and Water Supply Assessment to support planning and work on the General Plan/LCP update.

**Project Status:** Approximately 45% of the grant budget has been spent. The build-out potential and development scenarios within the City's Water Service Area was analyzed. The water production assessment report has been completed. Based on existing studies of coastal hazards and risks an assessment is being developed with a range of options to address the risks.

Project Name	<b>Van Wycke Bicycle and Pedestrian Connectivity Project (Van Wycke Trail Project)</b>		
Grant Budget	\$714,000	Funding Source	Caltrans Active Transportation Program (state funding only)
Term	7/8/16-4/1/21	City Personnel Costs	Not reimbursed by grant except in final educational phase

**Project Summary:** This project will improve the Van Wycke Trail to provide better access and safety for pedestrians and bicyclists between Edwards Street and the Harbor Area.

**Project Status:** Allocation requests were approved for the project engineering/design, right of way phases and non-infrastructure (public education) tasks for approval by the California Transportation Commission in June. There is a separate agenda item for approval of a GHD Task Order for project design and right of way engineering.

Project Name	<b>Downtown Trinidad Pedestrian and Connectivity Improvements Project</b>		
Project Budget	\$550,000	Funding Source	Caltrans STIP
Match	\$30,000	Match paid by	City (from Gas Tax & other Transportation funding)
Term	2019 - 2021	City Personnel Costs	Partially reimbursed by STIP funds

**Project Summary:** The Downtown Trinidad Pedestrian and Connectivity Improvements Project will remove accessibility barriers and extend new safe and accessible pedestrian routes (in accordance with the Americans with Disabilities Act of 1990) along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street.

**Status:** City staff had a kick off meeting with GHD staff to discuss the project background, coordination and schedule, and to plan for community/stakeholder communication, including plans for a Community Meeting in August. GHD and City staff also met with several residents to discuss the project.



Project Name	<b>Citywide Low Impact Development (LID) Planning and Construction Project (OPC Project)</b>		
Grant Budget	\$848,650	Funding Source	Prop 1 Ocean Protection Council
Match	\$0	Match paid by	NA
Term	10/25/16-6/30/19	City Personnel Costs	Reimbursed by Grant

Project Summary: Citywide LID Planning and Construction Project goals are 1) to construct storm water system improvements on Hector and East Streets that eliminate the discharges to the Trinidad Bay (ASBS) from the upper part of town, and 2) to develop LID policies to protect the bluff by reducing infiltration of stormwater and wastewater in sensitive areas.

Project Status: This grant project term ended on June 30, 2016. A permanent interpretive sign is being prepared for installation near the Hector Street raingarden to explain how raingardens, vegetated parking swales and infiltration treats stormwater and protects water quality in Trinidad Bay.

Project Name	<b>Clean Beaches OWTS Repair &amp; Replacement Grant</b>		
Grant Budget	\$480,075	Funding Source	Prop 84 Clean Beaches Initiative Grant
Match	\$225,000 \$10,000	Match paid by	Property owners City and Consultant
Term	6/1/15 - 3/31/19	City Personnel Costs	Reimbursed by grant funds

Project Summary: The OWTS Repair Project identified and prioritized failing OWTS (septic systems) that threatened water quality in Parker, Luffenholtz and Joland Creeks, and worked with interested property owners to upgrade (repair or replace) their failing systems. The project has also provided OWTS care and maintenance information to Trinidad and Westhaven residents.

Status: 96% of the grant funds were expended. The project has been wrapped up.



## **CONSENT AGENDA ITEM 2**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 12 PAGES**

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2. Financial Statements May 2019

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
201 - GFAdmin  
From 5/1/2019 Through 5/31/2019

	Current Month	Year to Date	Total Budget - Original	% of Budget
Expense				
60900 HONORARIUMS	200.00	2,250.00	3,500.00	35.71%
61000 EMPLOYEE GROSS WAGE	9,922.42	101,956.96	126,315.00	19.28%
61470 FRINGE BENEFITS	0.00	346.20	0.00	0.00%
65100 DEFERRED RETIREMENT	917.24	10,873.36	15,158.00	28.27%
65200 MEDICAL INSURANCE AND EXPENSE	1,295.10	12,962.39	25,940.00	50.03%
65250 Health Savings Program	16.63	425.44	0.00	0.00%
65300 WORKMEN'S COMP INSURANCE	0.00	10,943.18	4,737.00	(131.01)%
65500 EMPLOYEE MILEAGE REIMBURSEMENT	38.28	656.91	500.00	(31.38)%
65600 PAYROLL TAX	820.15	8,619.77	10,823.00	20.36%
65800 Grant Payroll Allocation	(889.12)	(8,643.06)	(5,500.00)	(57.15)%
68090 CRIME BOND	0.00	487.50	500.00	2.50%
68200 INSURANCE - LIABILITY	0.00	(5,584.18)	12,400.00	145.03%
68300 PROPERTY & CASUALTY	0.00	5,437.90	4,800.00	(13.29)%
71110 ATTORNEY-ADMINISTRATIVE TASKS	2,953.50	2,953.50	10,000.00	70.47%
71130 ATTORNEY-LITIGATION	0.00	0.00	10,000.00	100.00%
71210 CITY ENGINEER-ADMIN. TASKS	0.00	2,769.29	3,000.00	7.69%
71310 CITY PLANNER-ADMIN. TASKS	4,551.05	56,642.98	51,000.00	(11.06)%
71410 BLDG INSPECTOR-ADMIN TASKS	660.00	6,448.92	7,000.00	7.87%
71510 ACCOUNTANT-ADMIN TASKS	534.45	14,888.38	15,000.00	0.74%
71620 AUDITOR-FINANCIAL REPORTS	0.00	14,068.55	14,500.00	2.98%
72000 CHAMBER OF COMMERCE	14,010.00	14,010.00	15,000.00	6.60%
72100 BAD DEBTS	0.00	750.00	0.00	0.00%
74200 REIMBURSED GRANT ADMIN EXP	0.00	(181.10)	0.00	0.00%
75110 FINANCIAL ADVISOR/TECH SUPPORT	264.00	1,535.75	3,000.00	48.81%
75160 LIBRARY RENT & LOCAL CONTRIB.	0.00	500.00	500.00	0.00%
75170 RENT	750.00	8,250.00	9,000.00	8.33%
75180 UTILITIES	652.05	10,635.06	8,250.00	(28.91)%
75190 DUES & MEMBERSHIP	40.00	168.00	750.00	77.60%
75200 MUNICIPAL/UPDATE EXPENSE	50.00	3,995.74	4,000.00	0.11%
75220 OFFICE SUPPLIES & EXPENSE	352.18	6,107.90	6,500.00	6.03%
75240 BANK CHARGES	15.00	55.00	200.00	72.50%
75280 TRAINING / EDUCATION	0.00	0.00	1,000.00	100.00%
75300 CONTRACTED SERVICES	0.00	5,346.06	8,000.00	33.17%
75990 MISCELLANEOUS EXPENSE	0.00	0.00	500.00	100.00%
76110 TELEPHONE	286.87	2,432.62	1,800.00	(35.15)%
76130 CABLE & INTERNET SERVICE	216.90	2,372.74	3,500.00	32.21%
76150 TRAVEL	0.00	0.00	1,500.00	100.00%
78170 SECURITY SYSTEM	183.00	486.00	500.00	2.80%
78190 MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	2,000.00	100.00%
Total Expense	37,839.70	294,967.76	375,673.00	21.48%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
301 - Police  
From 5/1/2019 Through 5/31/2019

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	437.82	4,228.28	5,656.00	25.24%
65100	DEFERRED RETIREMENT	34.32	416.65	679.00	38.64%
65200	MEDICAL INSURANCE AND EXPENSE	23.45	236.24	0.00	0.00%
65250	Health Savings Program	0.50	5.83	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	216.26	212.00	(2.01)%
65600	PAYROLL TAX	35.80	354.04	485.00	27.00%
75170	RENT	750.00	8,250.00	9,000.00	8.33%
75180	UTILITIES	166.71	1,554.26	2,000.00	22.29%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	245,000.00	100.00%
75350	ANIMAL CONTROL	124.00	1,407.50	1,500.00	6.17%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	90.64	1,004.35	1,200.00	16.30%
78170	SECURITY SYSTEM	0.00	531.00	0.00	0.00%
	Total Expense	<u>1,663.24</u>	<u>18,204.41</u>	<u>266,482.00</u>	<u>93.17%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
401 - Fire  
From 5/1/2019 Through 5/31/2019

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60900	HONORARIUMS	150.00	1,650.00	1,800.00	8.33%
75180	UTILITIES	0.00	433.06	550.00	21.26%
75190	DUES & MEMBERSHIP	0.00	334.00	250.00	(33.60)%
75280	TRAINING / EDUCATION	0.00	80.00	500.00	84.00%
75300	CONTRACTED SERVICES	0.00	0.00	2,500.00	100.00%
76110	TELEPHONE	108.86	1,240.64	1,000.00	(24.06)%
76140	RADIO & DISPATCH	0.00	0.00	900.00	100.00%
78140	VEHICLE FUEL & OIL	103.58	186.09	350.00	46.83%
78150	VEHICLE REPAIRS	0.00	356.65	2,500.00	85.73%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	448.32	1,000.00	55.17%
78180	OTHER REPAIR & MAINTENANCE	56.97	56.97	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	2,355.94	5,000.00	52.88%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	0.00	1,000.00	100.00%
	<b>Total Expense</b>	<u>419.41</u>	<u>7,141.67</u>	<u>17,350.00</u>	<u>58.84%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Expense  
501 - PW (Public Works)  
From 5/1/2019 Through 5/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
	Expense				
61000	EMPLOYEE GROSS WAGE	6,997.47	76,991.17	93,517.00	17.67%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65100	DEFERRED RETIREMENT	803.24	8,791.31	11,222.00	21.66%
65200	MEDICAL INSURANCE AND EXPENSE	2,146.46	28,760.96	44,584.00	35.49%
65250	Health Savings Program	19.23	1,120.16	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	3,577.08	3,507.00	(2.00)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	43.36	0.00	0.00%
65600	PAYROLL TAX	586.29	6,498.96	8,013.00	18.89%
65800	Grant Payroll Allocation	(7,163.85)	(63,217.40)	(75,500.00)	16.27%
71210	CITY ENGINEER-ADMIN. TASKS	5,978.00	27,882.00	10,000.00	(178.82)%
71250	CITY ENGINEER - PROJECT FEES	0.00	0.00	3,000.00	100.00%
75180	UTILITIES	0.00	50.13	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	2,847.00	2,500.00	(13.88)%
75240	BANK CHARGES	0.00	10.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	9,250.00	25,000.00	63.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	451.54	450.00	(0.34)%
76110	TELEPHONE	0.00	175.68	0.00	0.00%
78100	STREET MAINT/REPAIR/SANITATION	0.00	9,322.00	3,000.00	(210.73)%
78120	STREET LIGHTING	397.29	4,391.51	4,500.00	2.41%
78130	TRAIL MAINTENANCE	149.38	1,313.77	3,500.00	62.46%
78140	VEHICLE FUEL & OIL	213.09	2,674.72	4,000.00	33.13%
78150	VEHICLE REPAIRS	480.00	704.01	2,500.00	71.84%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	5,677.98	15,000.00	62.15%
78170	SECURITY SYSTEM	0.00	213.00	500.00	57.40%
78190	MATERIALS, SUPPLIES & EQUIPMEN	1,156.21	5,610.44	6,000.00	6.49%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	4,304.27	1,000.00	(330.43)%
	Total Expense	11,762.81	137,443.65	166,793.00	17.60%

**City of Trinidad**  
Statement of Revenues and Expenditures - GF Revenue  
From 5/1/2019 Through 5/31/2019

		Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue					
41010	PROPERTY TAX - SECURED	44,846.40	94,263.47	92,000.00	2.46%
41020	PROPERTY TAX - UNSECURED	281.00	3,821.62	3,400.00	12.40%
41040	PROPERTY TAX-PRIOR UNSECURED	0.00	20.27	50.00	(59.46)%
41050	PROPERTY TAX - CURRENT SUPPL	602.26	1,076.34	1,300.00	(17.20)%
41060	PROPERTY TAX-PRIOR SUPPL	65.65	169.95	200.00	(15.03)%
41070	PROPERTY TAX - FINES	275.64	359.39	500.00	(28.12)%
41071	MOTOR VEHICLES	0.00	0.00	500.00	100.00)%
41110	PROPERTY TAX EXEMPTION	827.28	1,004.55	1,300.00	(22.73)%
41130	PUBLIC SAFETY 1/2 CENT	527.19	1,078.19	1,900.00	(43.25)%
41140	PROPERTY TAX - DOCUMENTARY RE	412.50	2,663.93	4,500.00	(40.80)%
41190	PROPERTY TAX ADMINISTRATION FE	(1,178.00)	(2,356.00)	(2,300.00)	2.43%
41200	LAFCO Charge	0.00	(508.57)	(1,850.00)	(72.51)%
41220	IN LIEU VLF	16,125.00	16,125.00	30,000.00	(46.25)%
42000	SALES & USE TAX	10,247.17	201,069.88	245,000.00	(17.93)%
43000	TRANSIENT LODGING TAX	6,264.84	97,369.02	138,000.00	(29.44)%
46000	GRANT INCOME	0.00	0.00	120,000.00	100.00)%
46100	Measure Z Grant Income	0.00	0.00	75,000.00	100.00)%
47310	VEHICLE LICENSE COLLECTION	0.00	176.39	0.00	0.00%
53010	COPY MACHINE FEE	0.40	118.25	50.00	136.50%
53020	INTEREST INCOME	193.09	31,765.32	15,000.00	111.77%
53090	OTHER MISCELLANEOUS INCOME	58.04	9,492.85	2,500.00	279.71%
54020	PLANNER- APPLICATION PROCESSIN	0.00	27,671.37	9,000.00	207.46%
54050	BLDG. INSP-APPLICATION PROCESSI	2,603.58	11,148.55	10,000.00	11.49%
54100	ANIMAL LICENSE FEES	45.00	355.00	200.00	77.50%
54150	BUSINESS LICENSE TAX	50.00	8,505.00	9,500.00	(10.47)%
54170	STR License Fee (Short Term Rental)	0.00	9,000.00	8,000.00	12.50%
54300	ENCROACHMENT PERMIT FEES	50.00	400.00	400.00	0.00%
56400	RENT - VERIZON	2,536.35	29,354.67	49,600.00	(40.82)%
56500	RENT - HARBOR LEASE	0.00	5,000.00	5,200.00	(3.85)%
56550	RENT - PG& E	0.00	8,882.62	10,000.00	(11.17)%
56650	RENT - SUDDENLINK	1,696.85	6,771.51	6,500.00	4.18%
56700	RENT - TOWN HALL	0.00	2,490.00	6,500.00	(61.69)%
	Total Revenue	86,530.24	567,288.57	841,950.00	(32.62)%





**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
204 - IWM  
From 5/1/2019 Through 5/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
47650	RECYCLING REVENUE	0.00	0.00	10,500.00	(100.00)%
56150	FRANCHISE FEES	1,002.56	8,975.57	6,200.00	44.77%
	<b>Total Revenue</b>	<u>1,002.56</u>	<u>8,975.57</u>	<u>16,700.00</u>	<u>(46.25)%</u>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	912.48	10,041.68	12,089.00	16.94%
65100	DEFERRED RETIREMENT	109.48	1,098.83	1,451.00	24.27%
65200	MEDICAL INSURANCE AND EXPENSE	315.75	3,243.44	5,348.00	39.35%
65250	Health Savings Program	3.19	242.80	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	458.97	450.00	(1.99)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	12.23	0.00	0.00%
65600	PAYROLL TAX	77.43	831.51	1,036.00	19.74%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	1,200.00	100.00%
	<b>Total Expense</b>	<u>1,418.33</u>	<u>15,929.46</u>	<u>22,074.00</u>	<u>27.84%</u>
	<b>Net Income</b>	<u>(415.77)</u>	<u>(6,953.89)</u>	<u>(5,374.00)</u>	<u>29.40%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
503 - State Gas Tax  
From 5/1/2019 Through 5/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
47005	RMRA (SB1)	480.26	5,021.31	0.00	0.00%
47010	TCRF Loan Repayment	0.00	413.87	0.00	0.00%
47030	GAS TAX REVENUE (2103)	38.85	1,115.40	0.00	0.00%
47050	GAS TAX REVENUE (2105)	191.01	1,825.19	0.00	0.00%
47060	GAS TAX REVENUE (2106)	530.53	5,704.52	0.00	0.00%
47070	GAS TAX REVENUE (2107)	266.82	2,278.80	0.00	0.00%
47075	GAS TAX REVENUE (2107.5)	0.00	1,000.00	0.00	0.00%
	Total Revenue	1,507.47	17,359.09	0.00	0.00%
	Net Income	1,507.47	17,359.09	0.00	0.00%

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
504 - TDA - Transportation Development Agency  
From 5/1/2019 Through 5/31/2019

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Revenue				
49990	OTHER GRANTS	<u>340.00</u>	<u>3,128.00</u>	<u>0.00</u>	<u>0.00%</u>
	Total Revenue	<u>340.00</u>	<u>3,128.00</u>	<u>0.00</u>	<u>0.00%</u>
	Expense				
75250	TRANSIT SERVICES- HTA	<u>0.00</u>	<u>4,882.00</u>	<u>0.00</u>	<u>0.00%</u>
	Total Expense	<u>0.00</u>	<u>4,882.00</u>	<u>0.00</u>	<u>0.00%</u>
	Net Income	<u>340.00</u>	<u>(1,754.00)</u>	<u>0.00</u>	<u>0.00%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 5/1/2019 Through 5/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
<b>Revenue</b>					
53020	INTEREST INCOME	0.00	0.00	8,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	218.76	938.76	2,000.00	(53.06)%
57100	WATER SALES	28,209.67	296,344.96	315,000.00	(5.92)%
57200	Water Sales - Wholesale	1,050.00	7,020.00	5,000.00	40.40%
57300	NEW WATER HOOK UPS	0.00	0.00	1,000.00	(100.00)%
57500	WATER A/R PENALTIES	1,072.74	2,468.61	1,000.00	146.86%
	<b>Total Revenue</b>	<b>30,551.17</b>	<b>306,772.33</b>	<b>332,000.00</b>	<b>(7.60)%</b>
<b>Expense</b>					
61000	EMPLOYEE GROSS WAGE	7,993.70	86,112.54	103,994.00	17.19%
61250	OVERTIME	0.00	0.00	501.00	100.00%
65100	DEFERRED RETIREMENT	922.80	9,747.10	12,479.00	21.89%
65200	MEDICAL INSURANCE AND EXPENSE	2,927.50	31,481.59	42,412.00	25.77%
65250	Health Savings Program	24.51	1,263.18	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	4,575.08	3,900.00	(17.31)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	44.47	0.00	0.00%
65600	PAYROLL TAX	668.63	7,116.33	8,910.00	20.13%
65800	Grant Payroll Allocation	(1,055.83)	(1,055.83)	0.00	0.00%
68090	CRIME BOND	0.00	262.50	300.00	12.50%
68200	INSURANCE - LIABILITY	0.00	6,363.70	6,650.00	4.31%
68300	PROPERTY & CASUALTY	0.00	2,416.05	2,625.00	7.96%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	1,000.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	3,102.00	15,146.75	4,000.00	(278.67)%
71510	ACCOUNTANT-ADMIN TASKS	992.55	8,721.57	6,700.00	(30.17)%
71620	AUDITOR-FINANCIAL REPORTS	0.00	6,790.00	7,000.00	3.00%
72100	BAD DEBTS	0.00	499.22	350.00	(42.63)%
75180	UTILITIES	1,081.15	12,457.65	13,500.00	7.72%
75190	DUES & MEMBERSHIP	0.00	347.52	1,500.00	76.83%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	1,985.00	0.00	0.00%
75220	OFFICE SUPPLIES & EXPENSE	105.00	2,554.64	3,000.00	14.85%
75240	BANK CHARGES	0.00	40.00	100.00	60.00%
75280	TRAINING / EDUCATION	495.00	897.53	1,000.00	10.25%
75300	CONTRACTED SERVICES	0.00	0.00	6,000.00	100.00%
76110	TELEPHONE	127.13	1,479.63	1,800.00	17.80%
76130	CABLE & INTERNET SERVICE	61.95	681.45	750.00	9.14%
76160	LICENSES & FEES	3,000.00	4,173.30	4,500.00	7.26%
78120	STREET LIGHTING	0.00	0.00	1,600.00	100.00%
78140	VEHICLE FUEL & OIL	116.74	779.13	1,500.00	48.06%
78150	VEHICLE REPAIRS	125.00	4,977.27	2,000.00	(148.86)%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	205.75	1,000.00	79.42%
78170	SECURITY SYSTEM	76.50	306.00	500.00	38.80%
78190	MATERIALS, SUPPLIES & EQUIPMEN	493.84	1,886.61	6,000.00	68.56%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	15,692.33	1,000.00	(1,469.23)%
79100	WATER LAB FEES	270.00	4,067.68	4,000.00	(1.69)%
79120	WATER PLANT CHEMICALS	1,321.27	6,395.37	7,500.00	14.73%
79130	WATER LINE HOOK-UPS	0.00	438.09	1,000.00	56.19%
79150	WATER LINE REPAIR	0.00	64,858.98	68,000.00	4.62%
79160	WATER PLANT REPAIR	0.00	7,343.56	6,000.00	(22.39)%
	<b>Total Expense</b>	<b>22,849.44</b>	<b>311,051.74</b>	<b>333,071.00</b>	<b>6.61%</b>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
601 - Water  
From 5/1/2019 Through 5/31/2019

	Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Net Income	<u>7,701.73</u>	<u>(4,279.41)</u>	<u>(1,071.00)</u>	<u>299.57%</u>

**City of Trinidad**  
Statement of Revenues and Expenditures - Monthly Reports  
701 - Cemetery  
From 5/1/2019 Through 5/31/2019

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
53020	INTEREST INCOME	0.00	0.00	200.00	(100.00)%
58100	CEMETERY PLOT SALES	4,972.50	15,575.00	6,000.00	159.58%
	Total Revenue	4,972.50	15,575.00	6,200.00	151.21%
	Expense				
61000	EMPLOYEE GROSS WAGE	995.44	11,078.78	13,205.00	16.10%
65100	DEFERRED RETIREMENT	119.44	1,223.37	1,585.00	22.82%
65200	MEDICAL INSURANCE AND EXPENSE	354.69	3,651.43	5,747.00	36.46%
65250	Health Savings Program	3.44	267.59	0.00	0.00%
65300	WORKMEN'S COMP INSURANCE	0.00	504.96	495.00	(2.01)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	0.00	11.12	0.00	0.00%
65600	PAYROLL TAX	84.27	918.45	1,131.00	18.79%
75180	UTILITIES	45.23	497.53	750.00	33.66%
78170	SECURITY SYSTEM	0.00	106.50	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	300.00	500.00	40.00%
	Total Expense	1,602.51	18,559.73	23,413.00	20.73%
	Net Income	3,369.99	(2,984.73)	(17,213.00)	(82.66)%





## **CONSENT AGENDA ITEM 3**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES**

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3. Law Enforcement Report June 2019

*No report was submitted at the packet deadline*



## CONSENT AGENDA ITEM 4

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES**

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4. Designation of Voting Delegates for League of CA Cities Annual Conference



Bob: Put Resolution on next Council meeting thx, Eli

Council Action Advised by August 30, 2019

RECEIVED

JUN 12 '19

CITY OF

June 10, 2019

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES**  
**League of California Cities Annual Conference – October 16 - 18, Long Beach**

The League's 2019 Annual Conference is scheduled for October 16 – 18 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, October 18, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, October 4. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.



## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



**CITY:** \_\_\_\_\_

**2019 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, **October 4, 2019**. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

(circle one)

(signature)

**Please complete and return by Friday, October 4, 2019**

League of California Cities  
**ATTN: Darla Yacub**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: [dyacub@cacities.org](mailto:dyacub@cacities.org)  
(916) 658-8254



## **CONSENT AGENDA ITEM 5**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 7 PAGES**

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5. Approval of Van Wycke Trail Task Order with GHD

## AGENDA ITEM

Date: July 10, 2019

Item: **APPROVE TASK ORDER FOR VAN WYCKE BICYCLE AND PEDESTRIAN CONNECTIVITY PROJECT**

### Summary:

The Van Wycke Bicycle and Pedestrian Connectivity Project (Project) has been approved by the California Transportation Commission (CTC) and programmed in the Active Transportation Program (ATP) for \$714,000. The CEQA was completed and approved by the Planning Commission on April 17, 2019. \$73,000 in funding was recently allocated for the Project Specifications and Engineering (PS&E) and \$75,000 was allocated for the Right of Way (ROW) phases. The project and project elements are shown on the attached Figure 2a.

In order to proceed on schedule with the Design and Right of Way Clearance for the Project, staff is recommending the Council authorize a task order with City Engineer GHD, Inc. to support these phases of the project. Project costs for the City Engineer services will be reimbursed by Caltrans. In accordance with the recently completed consultant selection process (as required by Caltrans), this scope of services is a "task order" under the Contract City Engineer agreement.

The expected project budget and delivery schedule is as follows.

Milestone	Programmed Funding	Expected Date
CTC – PA&ED Allocation	\$35,000	August 2016
CEQA Environmental Clearance		April 2019
CTC – PS&E Allocation	\$73,000	June 2019
CTC – ROW Allocation	\$75,000	June 2019
Right of Way Clearance & Permits		December 2020
Final/Stamped PS&E package		December 2020
CTC - Construction Allocation – Caltrans funding	\$531,000	June 2020
City Match	\$8,000	
Construction Complete		September 2021
Total Project Funding	\$722,000	

### Staff Recommendation:

1) Authorize City Manager to sign a Task Order with GHD, Inc. for \$138,000 for the Van Wycke Bicycle and Pedestrian Connectivity Project.

**Attachments:** Task Order with GHD, Inc. for \$138,000



**Task Order Between  
The City of Trinidad and GHD  
for  
Professional Engineering Services**

**Trinidad Van Wycke Trail Project  
City of Trinidad**

**July 3, 2019**

**Introduction**

This task order is between the City of Trinidad and GHD Inc. (GHD) to provide assistance with the Trinidad Van Wycke Trail Project being funded by the California Transportation Commission Active Transportation Program, Cycle 2 (ATP2) Grant Program. This agreement is based on a prime agreement between the City of Trinidad and GHD dated March 13, 2019. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

GHD is assisting the City with the implementation of this grant, in conjunction with City Staff. The project area includes portions of Van Wycke Street, Galindo Street, and Edwards Street as shown on Figure 2a. The scope of work specific to GHD's assistance for this phase of work is divided into several tasks described below.

**Scope of Services**

GHD's scope of services is defined by the following tasks.

**Task 1 – Plans, Specifications & Estimates (PS&E)**

The primary objective of the PS&E phase is to develop a set of plans and specifications suitable for bidding and construction.

PS&E Project Management, Meetings and Coordination

The PS&E phase will require regular communication and close coordination with team members, the City, Caltrans and other project stakeholders. This task also includes reviewing the project status on a regular basis, providing progress updates to the City, managing project budgets and schedules, assisting the City in coordinating with the various agencies involved, and coordinating and performing quality control and quality assurance reviews.

As part of the ongoing project coordination, management process, GHD anticipates participating in regular meetings (or conference calls) with the City and other stakeholders to provide updates on project status, review projects designs and issues, and receive input and direction.

Council Meeting Presentations

GHD will also be available to attend up to two (2) City Council meeting during the PS&E phase to present the project, if requested.

Geotechnical Investigation

GHD will conduct a limited geotechnical investigation of the current failed portion of the Van Wycke trail for the project. The geotechnical investigation will include a boring at both ends of the current failed portion of the Van Wycke trail, the borings logged, and soil samples taken for laboratory testing. The geotechnical report will include a discussion of the geologic setting, current site conditions, soil properties, and recommendations for repairs to the trail including geotechnical guidance for the design of soldier pile





walls, mechanically stabilized earth (MSE or Hilfiker wire walls), and recommendations for allowable temporary excavation cut slopes.

#### Final Design

The primary objective of the design will be to develop a set of plans and specifications suitable for bidding and construction. The GHD Team will continue the design process from the preliminary level to prepare a set of final civil design documents suitable for construction. The plans, specifications, and estimates will be prepared based on the standards of practice in the industry and will include sufficient detail to allow for review by Caltrans, the City and the California Division of the State Architect (DSA).

The design documents will include improvements to repair the existing trail on Van Wycke Street, related drainage, and non-motorized trail facilities. The Construction plans, specifications and estimate will make up the design set and will be submitted to the City for review at 60%, 90% and 100% completion stages. The City will have the opportunity to comment on the 60% and 90% design sets.

#### Construction Plans

The Construction Plans will be developed on 22" x 34" sheets that allow scaled reduction to 11" x 17" sheets. The project will be designed using English Standard units in AutoCAD at an appropriate scale utilizing AutoCAD standards, including project folder structures, layer names, line styles and font resources, color tables, etc. All plans will be stamped and signed by a professional engineer and will be used as part of the construction documents. Construction plans are expected to include:

- Title Sheet
- General Notes, Symbols and Abbreviation Sheet
- Construction Area Signs Plan
- Typical Cross Sections
- Improvement Plans
- Signage and Striping Plans
- Construction Details, and
- other sheets we deem necessary to convey the design intent

#### Technical Specifications

GHD will prepare technical specifications consisting of Special Provisions to amend and supplement the State of California Department of Transportation Standard Specifications (2018). Technical Specifications for this project will include information specific to the project and work items, such as order of work, testing and quality control, asphalt concrete, roadside signs, thermoplastic paving markings, etc.

#### Construction Estimates

The engineer's opinion of probable construction costs will be prepared using standard engineering estimate procedures for each design submittal. The opinion of cost will include the anticipated cost for the items of work included with the project based on bid results from previous projects or published unit costs available from Caltrans. Actual construction costs will vary and the low bidder may be higher than the Opinion of Probably Construction Cost due to availability of labor, equipment, materials, market conditions, or other factors.

#### DSA Access Compliance Review

GHD will submit the draft 100% plans and technical specifications to the California Division of the State Architect (DSA) for an Access Compliance review. GHD will prepare and submit form DSA-1 (Application for Approval of Plans and Specifications), form DSA-95 (Intake Project Review Box Request) and will request and electronic review. GHD has budgeted up to \$1,500 to pay the DSA review fee.



GHD will modify the design to incorporate applicable comments received by DSA. The revised plans and specifications will be compiled into the final bidding package.

#### Bidding Package

GHD will develop the bidding package which we anticipate will include the following: advertisement for bid, bid schedule, bidding requirements, contract forms, special contract requirements, general conditions, state requirements (Non-Lobbying Certification, prevailing wage, etc.), technical specifications, and construction plans. Given that there is a fixed budget, the project will likely be structured with a base bid and additive bid alternates.

#### Task 1 Deliverables:

- 60% PS&E Submittal: Plans, Specifications, and Estimates
- 90% PS&E Submittal: Plans, Specifications, and Estimates
- 100% PS&E Submittal: Plans, Specifications, and Estimates
- DSA Access Compliance forms
- Final bidding package

GHD will provide one (1) electronic PDF and up to ten (10) hard copies for each of the above documents.

### **Task 2 – Right-of-Way Engineering (ROW)**

#### Topographic Mapping and Right-of-Way Survey

GHD will directly contract with Gutierrez Land Surveying (GLS) to perform the survey services for the project. The topographic and right-of-way surveying will include the project areas on Van Wycke Street, Galindo Street, and Edwards Street as shown on Figure 2a.

The topographic survey for the project will include surface topography and grade breaks, indications of underground utilities, drainage structures and inverts, trees, fences, edge of pavement, sidewalks, gutters, signs, structures, and other features, and details.

GLS will conduct boundary research and prepare a right-of-way survey for the project area. The survey will locate all right-of-way lines. Individual parcel lines will be calculated from record information. A boundary survey of each parcel within the area will not be conducted. GLS will prepare a Record of Survey for filing with the County of Humboldt if research indicates that one is required. GLS will obtain necessary title reports, and research public easements where initial research indicates that existing city infrastructure within the project area may potentially be located outside the existing City right-of-way.

Vertical control will be NAVD88 basis. Horizontal control will be based on the existing record of survey for Trinity Street. Temporary control benchmarks will be set for use in construction. All survey data will be processed and rendered into a CAD basemap.

#### Right-of-Way Evaluations & Permissions

Additional right-of-way may be required for this project, and the City must certify that work is completed within existing right-of-ways. Using the topographic and right-of-way survey developed and information provided by the City, GHD will determine the location of City right-of-way relative to the proposed project improvements.

To the extent possible, the project will be configured to avoid the need for additional temporary or permanent right-of-way. Where the need for additional right-of-way is unavoidable, the right-of-way will need to be acquired in accordance to the Local Assistance Procedures Manual. In this situation, GHD will



assist the City with landowner coordination and the preparation of exhibits to support appraisals and/or acquisition by the City.

For encroachments onto private property which benefit the property owner, GHD will prepare Permit's to Enter and Construct and will assist the City with obtaining necessary temporary permissions to enter on private property and construct the improvements.

Because the project will be utilizing State Only Funding (no federal participation), a formal Right-of-Way Certification will not be required.

#### Public Meeting

GHD will participate in one (1) public workshop meeting with the general public, specific stakeholders, and/or property owners adjacent to the project area identified by the City. This meeting can occur at any point during this phase of work at the City's discretion. GHD's project manager and lead designer will attend the meeting and be available to describe the project to attendees or answer questions.

The City will be responsible for identifying and notifying specific stakeholders or the general public about the meetings, and will provide a meeting venue. GHD will assist the City with the preparation of notification flyers to be distributed by the City.

#### Utility Conflict Clearance

GHD will utilize the topographic survey developed and utility information provided by the City and utility companies to identify existing utilities within the project area. GHD will work to minimize the amount of utility relocations required, however if unavoidable utility conflicts are identified, GHD will coordinate with the affected utilities for necessary adjustments or relocations. For non-City owned utilities, GHD will assist the City in preparing the relocation documentation to verify ownership, financial responsibility and relocation.

#### Construction Allocation Request

When the PS&E package is near completion and right-of-ways cleared or obtained, GHD will assist the City in preparing the construction allocation request for the CTC. Once the construction funds have been allocated by the CTC, reimbursable construction and construction engineering work can begin. The project must be awarded within 6 months of construction allocation.

The Construction allocation submittals will each include the following required forms:

- Funding Allocation Request Data Form
- Exhibit 23-O - Request for Funding Allocation
- Exhibit 23-C - State Only Finance Letter

#### Task 2 Deliverables:

- *Right-of-Way exhibits*
- *Permits to Enter and Construct*
- *Utility Relocation documents (if necessary)*
- *Construction Allocation Request exhibits*

#### **GENERAL EXCLUSIONS AND ASSUMPTIONS**

This scope of services is based on the tasks described above which are anticipated for the project. The City may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.



This proposal is based on the following general exclusions and assumptions:

- This scope does not include anything not specifically described above;
- The City will be responsible for the completing and filing the CEQA document and all required regulatory permits;
- The projects estimated area of ground disturbance is less than 1-acre therefore a stormwater pollution prevention plan (SWPPP) is not required for the project;
- It is unknown if new permanent right-of-way will be required. GHD's right-of-way support services are limited to developing exhibits which identify existing and needed right-of-way and assisting the City in obtaining permits to enter and construct only;
- With the exception of the DSA Access Compliance review fee, the scope of services does not include any applications, permits, or related fees (i.e. utility, agency, regulatory, encroachment);
- The scope assumes an electronic Access Compliance review by DSA;
- The scope of services does not include any design changes following the completion of the final bid package;
- The City will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following each review; and
- The scope of services does not include any services after design, such as bidding and construction support services which if desired would be under a separate scope of services.

#### COMPENSATION

GHD will provide the services outline in the above scope on a time and materials basis, not to exceed the task fees shown in the following table. Method of payment to be Specific Rates of Compensation in accordance to Caltrans Local Assistance Procedures Manual. The services required to complete the project may be different than those identified in the tasks above and will depend on the involvement and requests by the City, other agencies, as well as actual field conditions, contractor characteristics and other factors.

Task	Description	Fee
1	Plans, Specifications & Estimates (PS&E)	\$ 73,000
2	Right-of-Way Engineering (ROW)	\$ 65,000
Total		\$ 138,000

#### SCHEDULE

The above scope of services shall be completed within the approved grant timelines as follows.

Task	Description	Due Date
1	Plans, Specifications & Estimates (PS&E)	December, 2020
2	Right-of-Way Engineering (ROW)	December, 2020

#### AGREED,

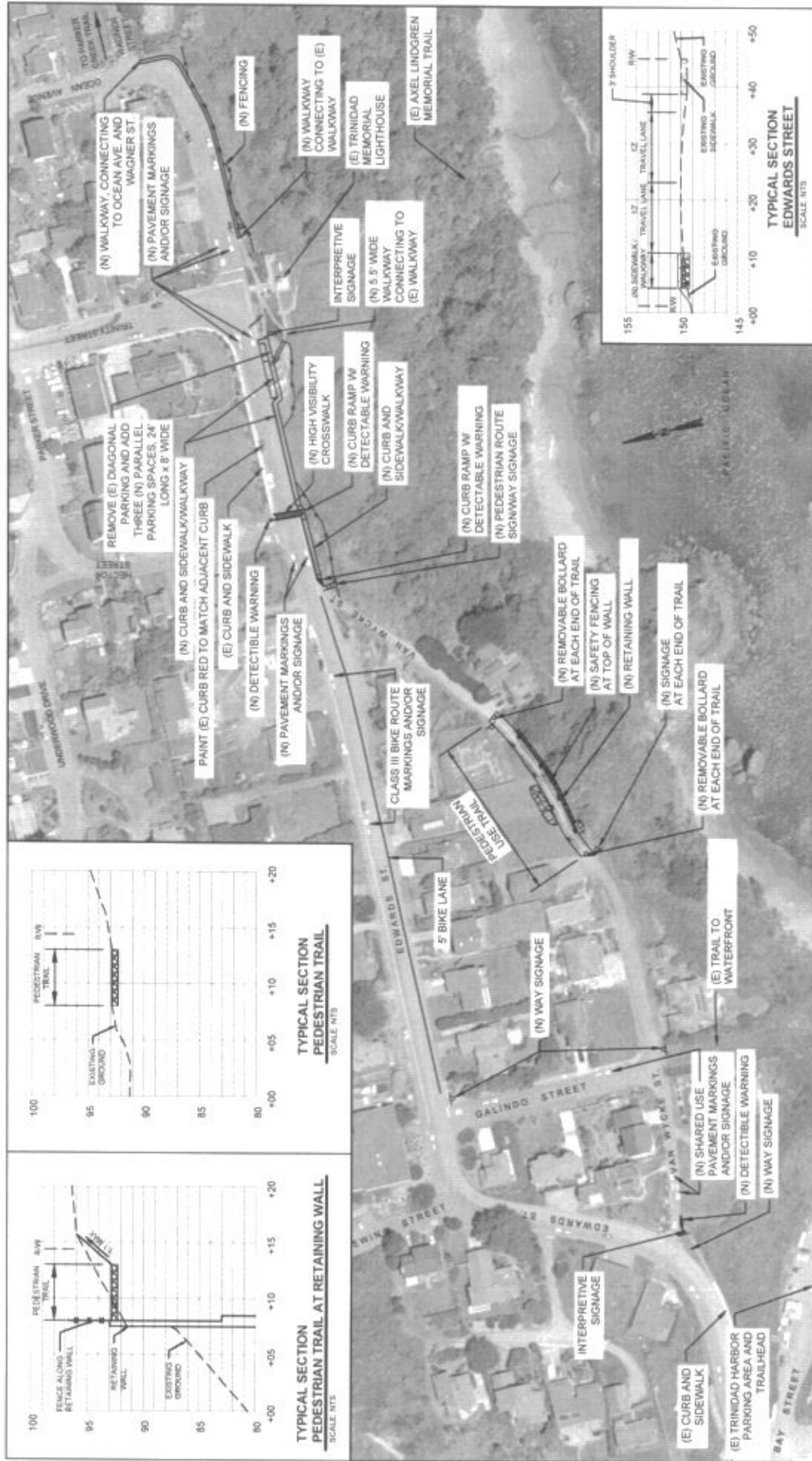
\_\_\_\_\_  
Eli Naffah  
Trinidad City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve Allen  
Principal, GHD Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Trinidad Accounting Tracking Number





## DISCUSSION AGENDA ITEM 1

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES**

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1. Discussion/Decision regarding Council Committee and Commissionership assignments

## DISCUSSION AGENDA ITEM

Wednesday, July 10, 2019

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**Item:** Discussion/Decision regarding Councilmember Commissionership Assignments.

Trinidad City Councilmembers serve as representatives to various boards, advisory committees, and agencies within the county. The attached chart identifies the Committees and Boards that the city participates in by designating representatives to. At any time the Council may choose to renegotiate the positions, but it is customary to assign them as soon as possible after each election or new member appointment.

**Recommended Action:** Appoint/Distribute committee assignments as needed.

**Attachments:** Committee Assignment Charts (2)



## Committee Assignments: *As of JANUARY 09, 2019.*

COMMITTEE	REP	ALT
Humboldt Waste Management Authority <b>HWMA</b>	Miller	West
Humboldt County Association of Governments <b>HCAOG</b>	West	Davies
Tsurai Management Plan Implementation Committee	West, Baker	<i>No Alt.</i>
Redwood Regional Economic Development Corp. <b>RREDC</b>	Ladwig	Baker
HTA Humboldt Transit Authority <b>HTA</b>	Ladwig	West
Redwood Coast Energy Authority <b>RCEA</b>	Miller	West
CCNM Trinidad Gateway Committee	Miller	Ladwig
Humboldt County Convention & Visitors Bureau <b>HCCVB.</b>	Rotwein?	Miller
Office of Emergency Services <b>OES</b>	Baker	Ladwig
Hazardous Materials Response Authority <b>HMRA</b>	Baker	West
Indian Gaming Benefit Committee	Miller	West
Humboldt Mayors Committee	Ladwig	West
Tribal Government Liaison – (Trinidad Rancheria/Yurok Tribe)	Baker, Ladwig	West
League of CA Cities	As Needed	
Trinidad Trails Committee	Davies	West





## DISCUSSION AGENDA ITEM 2

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 4 PAGES**

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2. Update/Discussion/Decision regarding Verizon Lease Extension

## **AGENDA ITEM**

**Date: July 10, 2019**

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### **Item IX. 2.: Update/Discussion/Decision regarding Verizon Lease Extension**

#### **Summary:**

The current lease with Verizon for the cell tower is set to expire on September 1, 2019. The lease calls for monthly payments of \$3,000 plus 30% of subleases. Gabe has researched payments from Verizon and found that they have underpaid under the lease agreement by approximately \$24,000 according to our records and calculations. Andy has been advised and will make a request for underpaid funds when he submits a 60-day notice of the lease ending.

Verizon representatives have indicated that they will be unable to vacate the site by September 1<sup>st</sup> since they are working on a second cell site in order to maintain current cell service. According to the lease, the holdover rent beyond September 1<sup>st</sup> amounts to 150% of the current monthly rental. Andy and staff will follow-up with Verizon to make sure the City is properly compensated.

#### **Attachments:**

- Second Amendment to Cell Tower Lease

## SECOND AMENDMENT TO CELL TOWER LEASE

This Second Amendment (hereinafter Amendment) is entered into by and between the City of Trinidad (Lessor) and Sacramento-Valley Limited Partnership d.b.a. Verizon Wireless, successor in interest to Cal-One Cellular (hereinafter Lessee). This Amendment amends both the original Lease entered into on or about or dated April 17, 1997, entitled "Ground Lease" and the First Amendment signed by the parties. This Amendment is effective starting September 1, 2018 even if signed after that date.

Lessor and Lessee agree as follows:

1. **LEASE DOCUMENTS:** The original Ground Lease and First Amendment thereto remain in force and effect except as modified herein by this Amendment. The specific terms of this Amendment shall control over any contradictory terms in the Ground Lease or First Amendment thereto, but all three documents shall constitute the full agreement by and between Lessor and Lessee starting September 1, 2018.
2. **EXTENSION OF LEASE PERIOD AND REQUIREMENT TO VACATE AT THE END OF THE LEASE EXTENSION:** This Amendment shall extend the term of the Lease from September 1, 2018 to September 1, 2019. Lessee shall make sure that it obtains all permits and undertakes all steps necessary to vacate the leasehold no later than September 1, 2019 and to restore the Leasehold as required under the Lease.
3. **PERMITS:** Lessee must obtain proper building permits, planning permits, and CDP permits and any other legally required permits, if any, required as part of the process in vacating the leasehold by September 1, 2019 and restoring the Leasehold as required. Lessee understands that removal of equipment and materials on the Leasehold requires a building permit and Coastal Development Permit from the City of Trinidad. Lessee understands that the application and review period to obtain the foregoing permits can reasonably be expected to take 60 days from the submission of a complete application. Lessee agrees to submit permit applications and associated materials at least 60 days prior to the time Lessee would need to start work on vacating the Leasehold before the end of the Lease by September 1, 2019.
4. **RENT:** Lessee shall pay to Lessor the monthly lease rate of \$3,000 per month, plus 30 percent of any sublease income charged to others, including any subsidiaries, for any use or benefit received from the Leasehold.
5. **HOLDOVER RENT:** If Lessee remains in possession of the Site or any part thereof after the expiration of the term or option term hereof, such occupancy shall be a tenancy at will subject to a 60-day notice to vacate with all the obligations of this Lease applicable to the Lessee and at a monthly rental obligation of One Hundred Fifty Percent (150%) of the per month rental in effect at the time of expiration of the Lease.

6. **VALIDITY/SEVERABILITY:** If any provision of this Agreement is held to be invalid, such invalidity shall not affect the validity or enforceability of any other provision of this Agreement.

7. **ENTIRE AGREEMENT:** The foregoing, including the original Ground Lease and First Amendment thereto, constitute the entire agreement between the parties and supersedes any oral or written representations or agreements that may have been made by either party. Further, Lessee represents that it has relied solely on its own judgment, experience and expertise in entering into this Agreement with Lessor. Lessee represents that it has consulted with independent legal counsel before entering into this Agreement or Lessee acknowledges having been advised to consult with independent legal counsel before entering into this Agreement and has decided to waive such representation and advice, relying on its own judgment, experience and expertise in entering into this Agreement with Lessor.

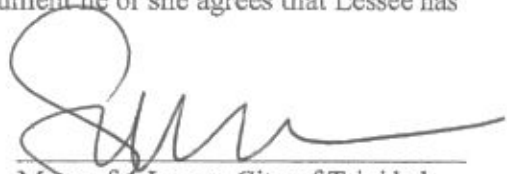
8. **MODIFICATION:** This Agreement may not be modified except by a written agreement signed by both Lessor and Lessee.

9. **NOT A CONTRACT OF ADHESION:** Lessor and Lessee agree that this Agreement is the result of ongoing negotiations and is the product of legal counsel for both parties and that any ambiguity will be resolved by standard rules of contract interpretation or construction except that any ambiguity shall not be resolved in favor of one party or another simply by claiming this Agreement was drafted by the other party. Instead, any ambiguities shall be decided by all of the other laws and rules regarding contract interpretation or construction.

10. Lessor's mayor agrees that by signing this document he or she agrees that the City of Trinidad's City Council has authorized the City to enter into this Agreement.

11. Lessee's representative agrees that by signing this document he or she agrees that Lessee has authorized him or her to enter into this Agreement.

Dated: 11/15/, 2018

  
\_\_\_\_\_  
Mayor for Lessor City of Trinidad

Dated: \_\_\_\_\_, 2018

\_\_\_\_\_  
Authorized representative for Lessee  
Sacramento-Valley Limited  
Partnership d.b.a. Verizon Wireless,  
successor in interest to Cal-One  
Cellular

**Sacramento-Valley Limited Partnership  
d/b/a Verizon Wireless**

**By AirTouch Cellular Inc., Its General Partner**

By:



Name: Michael J Sedlak

Title: Director- Network Field Engineer

Date:

11 / 05 / 15



### DISCUSSION AGENDA ITEM 3

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES**

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3. Discussion regarding scheduling of a Joint Meeting of the City Council and Planning Commission for a General Plan Update.

## Trinidad City Clerk

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**From:** Trinidad City Manager <citymanager@trinidad.ca.gov>  
**Sent:** Wednesday, July 03, 2019 12:19 PM  
**To:** Gabe Adams  
**Subject:** FW: Request Joint Meeting of the Council and Planning Commission

Gabe:

We can put this on the Council agenda for discussion.

Thanks,  
Eli  
Eli Naffah  
City Manager  
City of Trinidad  
(707) 677-3876  
P. O. Box 390  
Trinidad, CA 95570

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**From:** jgraves@trinidad.ca.gov [mailto:jgraves@trinidad.ca.gov]  
**Sent:** Tuesday, July 02, 2019 9:16 AM  
**To:** 'Steve Ladwig'; Trinidad City Manager  
**Cc:** 'Richard Johnson'  
**Subject:** Request Joint Meeting of the Council and Planning Commission

Hi, Steve and Eli.

The Trinidad Planning Commission has asked me to request scheduling of a joint meeting to address the General Plan Update. The Commission wishes to give the Council an opportunity to provide us with any specific direction desired, and to go over the process. Currently, the Commission's plan is to continue our review of individual Elements, but rather than wait until all Elements have been reviewed, forward each Element to the Council following a vote of the Commission. In 2018 we finished review of several elements. Those will be brought back to the Commission for a brief review before voting to accept the revisions and forward them to the Council. Currently we are completing our review of the Circulation, Energy, and Public Services Element. We completed most of this review in 2018, but waited to complete it to allow Staff to complete a Water Demands Assessment. The joint-session could also be used as an opportunity for the Council to provide specific direction on Water Policy.

The Commission has also asked to create a Council-Commission "liaison", possibly implemented by having Commissioners attend Council meetings on a rotating basis.

Thank You for your consideration,  
John

John Graves  
Chair, Trinidad Planning Commission